



APRIL 2005

**UNITED STATES ARMY
SOLDIER SUPPORT INSTITUTE
ADJUTANT GENERAL SCHOOL**

**PREPARE WARTIME STRENGTH
ACCOUNTING REPORTS
STUDENT HANDOUT**

Personnel Status Report Primary document used in wartime strength reporting, prepared daily

Part I - Personnel Daily Summary

- (1) **AUTH.** (Authorized Strength) Number of authorized Soldiers.
- (2) **ASGD.** (Assigned Strength) Number of assigned Soldiers from the last Personnel Status Report.
- (3) **PDY.** (Present for Duty) Number of Soldiers present for duty from the last Personnel Status Report.
- (4) **LOSSES/KIA/DED.** (Killed in action/Deaths) Number of Soldiers KIA and other deaths since the last Personnel Status Report. Non-cumulative data for the reporting period.
- (5) **DYST/WIA/HOW.** (Wounded in Action/Hospital-battle-related) Number of Soldiers hospitalized due to wounds or injury received in battle. Non-cumulative data for the reporting period.
- (6) **DYST/MIA/HOW.** (Wounded in Action/Hospital-battle-related) Number of Soldiers hospitalized due to wounds or injury received in battle. Non-cumulative data for the reporting period.
- (7) **DYST/NBL/HOS.** (Nonbattle losses/Hospital) Personnel lost because of non-battle deaths, injuries, disease, or administrative reasons.
- (8) **TOTAL LOSSES.** Total of KIA/WIA/MIA and all NONBATTLE LOSSES since the last Personnel Status Report.
- (9) **GAINS.** Number of replacements and returned to duty personnel since the last Personnel Status Report.
- (10) **REMARKS.**

Part II - Personnel Requirements Report.

- (1) **SSI/PMOS.** (Specialty Skill Identifier/Primary Military Occupational Specialty) Input the AOC for officers or MOS for warrant officers and enlisted soldiers.
- (2) **ASI.** (Acquired Skill Identifier) List the required special skill for that particular SSI/PMOS.
- (3) **GRADE.** List the pay grade of the Soldier.
- (4) **RQMT.** (Requirement) Identify the number of required or replacement Soldiers needed for that SSI/PMOS.

Part III - Remarks. The remarks section is used for the commander. It lets the commander send critical personnel information in a free text message (narrative) to higher and supporting headquarters.

Unit Personnel Daily Summary Report

The PDS is a daily snapshot of a unit's personnel strength. The PDS is a three-part report which is updated through the appropriate database system.

PART I - DETAIL

PART I gives the current authorized, assigned, and operating strength by Military Personnel Class (MPC) for each separate company of a given UPC and totals them to give an organic subtotal by parent unit. Any gains, losses, and duty status changes incurred since the last report are also reflected.

(1) **REPORTING UNIT/DATE/TIME OF REPORT.** This section has the battalion name and date/time of the report.

(2) **MPC.** Military Personnel Class (O=Officer, W=Warrant Officer, E=Enlisted).

(3) **AUTH.** (Authorized) Number of authorized Soldiers by MPC.

(4) **ASG (PREVIOUS).** (Assigned) Number of assigned Soldiers from the last Unit Personnel Daily Summary by MPC.

(5) **OPSTR (PREVIOUS).** (Operating Strength) Operating strength from the last Unit Personnel Summary by MPC.

(6) **REPL (GAIN).** (Replacements) Number of replacements that arrived after the last Unit Personnel Daily Summary by MPC.

(7) **ATCH (GAIN).** (Attached) Number of Soldiers attached since the last Unit Personnel Daily Summary by MPC.

(8) **RSG (LOSSES).** (Reassigned) Number of Soldiers lost (reassigned, DFR, released from attachment, or separated) since the last Unit Personnel Daily Summary by MPC. This column reflects the number of replacements this unit has received since the last PS. This figure will increase both the assigned and operating strengths.

(9) **KIA/DED (LOSSES).** (Killed in action/Deaths) Number of Soldiers KIA and other deaths since the last Unit Personnel Daily Summary by MPC.

(10) **RTD (DYST).** (Returned to Duty) Number of Soldiers returned from the hospital, confinement, leave, and AWOL since the last Unit Personnel Daily Summary by MPC. This does **not** increase the assigned strength.

(11) **MIA (DYST).** (Missing in Action) Number of Soldiers listed as missing in action as a result of enemy action by MPC.

NOTE: DYST CHANGES: Duty status changes do not impact assigned strength but do affect the operating strength. (Reminder: DECD is not a duty status.)

(12) **WIA/HOW (DYST).** (Wounded in Action/Hospital-battle-related) Number of Soldiers hospitalized due to wounds or injury received in battle by MPC.

(13) **NBL/HOS (DYST).** (Nonbattle losses/Hospital) Number of Soldiers hospitalized from nonbattle-related injury, disease, or illness by MPC.

(14) **DTC/TDY (DYST)**. (Detached/Temporary Duty) Number of Soldiers performing duty away from the unit. Includes Soldiers belonging to units that are detached, regardless of duration by MPC.

(15) **OTH (DYST)**. (Other) Number of Soldiers absent from the unit due to AWOL, confinement, or leave by MPC.

(16) **ASG (CURRENT)**. Number of Soldiers currently assigned, regardless of duty status. Calculate as follows: previous assigned strength, plus replacements minus reassignments, and killed in action by MPC.

(17) **OPSTR (CURRENT)**. Number of Soldiers capable of performing combat operations. Calculate as follows: previous operating strength plus replacements, attachments, and returns to duty minus reassignments (includes released from attachments), killed in action, missing in action, wounded in action, nonbattle (hospital) losses, temporary duty, and other duty status by MPC.

(18) **OPSTR PERCENTAGE %**. Divide current operating strength by authorized strength. This reflects the unit's operating strength percentage. (CURRENT OPSTR divided by AUTH equals OPSTR%).

UNIT PERSONNEL DAILY SUMMARY REPORT

PART I

REPORTING UNIT 14 AR BN 01 AR BN

DATE/TIME OF REPORT: 0905120600

M	P	PREVIOUS		GAINS		LOSSES		-----DYST CHANGES-----						-CURRENT-		
C	AUTH	ASG	OPSTR	REPL	ATCH	RSG	KIA	RTD	MIA	WIA	NBL	DTC	OTH	ASG	OPSTR	STR%
						DED			HOW		HOS	TDY				
O	41	40	38	0	0	0	2	0	0	5	0	0	0	38	31	75.6
W	2	2	2	0	0	0	0	0	0	0	0	0	0	2	2	100.0
E	500	496	477	0	0	0	21	0	11	67	3	0	0	475	375	75.0
T	543	538	517	0	0	0	23	0	11	72	3	0	0	515	408	75.1

PART I – UNIT PERSONNEL DAILY SUMMARY REPORT - DETAIL

REPORTING UNIT 15 AR BN 01 AR BN

DATE/TIME OF REPORT: 0905120600

M	P	PREVIOUS		GAINS		LOSSES		-----DYST CHANGES-----						-CURRENT-		
C	AUTH	ASG	OPSTR	REPL	ATCH	RSG	KIA	RTD	MIA	WIA	NBL	DTC	OTH	ASG	OPSTR	STR%
						DED			HOW		HOS	TDY				
O	41	40	39	0	0	0	2	0	0	5	0	0	0	38	32	78.0
W	2	2	2	0	0	0	0	0	0	0	0	0	0	2	2	100.0
E	500	495	491	0	0	0	22	0	7	72	2	0	0	473	388	77.6
T	543	537	532	0	0	0	24	0	7	77	2	0	0	513	422	77.7

PART I – UNIT PERSONNEL DAILY SUMMARY REPORT- DETAIL

REPORTING UNIT: 0093 IN BN 01 INF BN MECH

DATE/TIME OF REPORT: 0905120600

M	P	PREVIOUS		GAINS		LOSSES		-----DYST CHANGES-----						-CURRENT-		
C	AUTH	ASG	OPSTR	REPL	ATCH	RSG	KIA	RTD	MIA	WIA	NBL	DTC	OTH	ASG	OPSTR	STR%
						DED			HOW		HOS	TDY				
O	41	40	40	0	0	0	1	0	0	0	0	0	0	39	39	95.1
W	2	2	2	0	0	0	0	0	0	0	0	0	0	2	2	100.0
E	500	470	461	3	0	0	16	0	2	14	2	0	0	457	430	86.0
T	543	512	503	3	0	0	17	0	2	14	2	0	0	498	471	86.7

PART II – DUTY STATUS REPORT – SUMMARY

Part II of the PDS is a breakdown of how many Soldiers are in each duty status (broken down by MPC).

1. **TITLE AND PART OF THE REPORT.** Self explanatory.
2. **REPORTING UNIT/DATE OF REPORT.** This line identifies the battalion and the date and time of the report.
3. **UNIT.** Self explanatory.
4. **MPC.** Military personnel class.
5. **PDY.** Present for duty.
6. **PDY/ND.** Present for duty but not deployable.
7. **ATCH.** Attached personnel.
8. **TDY.** Temporary duty.
9. **(UA) AWL.** Unauthorized absence/absent without leave status.
10. **HOS/HOW.** Hospitalized – non-battle incurred/battle incurred.
11. **MIS/MIA.** Missing or missing in action (as a result of enemy action).
12. **CAP.** Captured.
13. **LEAVE.** Number of Soldiers who are on leave.
14. **OTHER.** Soldiers who are in another duty status not specified in the previous columns.

PART II – UNIT PERSONNEL SUMMARY – DUTY STATUS REPORT (SUMMARY)

REPORTING UNIT: 14 AR BN 01 AR BN

DATE/TIME OF REPORT: 0905120600

MPC	PDY	PDY/ ND	ATCH	TDY	(UA) AWL	HOS HOW	MIS MIA	CAP	LEAVE	OTHER
O	18	0	0	0	0	0	0	0	0	0
W	2	0	0	0	0	0	0	0	0	0
E	150	0	0	0	0	0	0	0	0	0
T	170	0	0	0	0	0	0	0	0	0

PART III --- NARRATIVE

Commanders have the option to use this portion to identify information pertinent to their unit's status and to highlight different duty status which affects the mission or the organization.

PART III – PERSONNEL SUMMARY -- NARRATIVE

PAGE 1

REPORTING UNIT: 05 IN BN 01 CO A

TIME OF REPORT: 0905120600

Desperately need to replace enlisted Soldiers ASAP

Unit Personnel Requirements Report

The PRR shows the unit's requirements by MOS/SSI and grade. The Human Resources Specialist may generate this report to show detailed information pertaining to all MOS/SSIs, MOS/SSI less than 100% fill, officers by two-position specialty, warrant officers by four-position MOS, and enlisted by three-position MOS. As in the PSR, the commander also may enter eight lines of remarks or narrative.

PART I shows a list of specialty of the officer's assigned strength. This part compares the Authorized (AUTH), the Assigned (ASG), and the Required (REQ) strength per grade.

- (1) **Title.** The title of the report appears at the top of the section.
- (2) **Current Unit.** This identifies that this report has current unit data and not previous unit data, the part (Part I), and the name of the report and page number.
- (3) **Reporting Unit.** Unit reporting personnel requirements, with the date and time the report was printed.
- (4) **UIC.** The reporting unit's "Unit Identification Code."
- (5) **Grade.** A column header of grades.
- (6) **SSI.** The two digits Specialty Skill Identifier for officers.
- (7) **Auth.** Lists the Authorized Strength in that particular specialty and grade.
- (8) **Asg.** The current Assigned Strength in that particular specialty and grade.
- (9) **Req.** Lists the Required Replacements needed to bring the unit to 100% in that grade and specialty.
- (10) **Totals.** Reflects the total number of officers authorized and assigned in that specialty.
- (11) **% Fill.** Reflects the percent of fill for an SSI/MOS. (Total Asg divided by Total Auth = % Fill). This column provides an overview of the shortages in the different officer specialties (obtained by dividing the assigned strength by the authorized strength). Another way to figure out a specific percentage would be to take the desired percentage such as 90%, put it in decimal form ex. .90 multiplied by the TOTAL AUTH equals fill percentage.

PART II provides the same information for warrant officers by four-position MOS.

PART III provides the same information for enlisted Soldiers by three-position MOS.

PART IV allows the commander to include up to eight lines of narrative.

UNIT PERSONNEL REQUIREMENTS REPORT

CURRENT UNIT

PART I –OFFICERS BY 2 POSITION SPECIALTY

PAGE 1

REPORTING UNIT: 0070 AR BN 02 HHC 105MM
(UPC: AQ1TO)

TIME OF REPORT: 0905121024

-- 2LT-1LT--		--CAPTAIN--			--MAJOR--			--LTC-----			--COL----			TOTALS		%
A	U	A	U	A	U	A	U	A	U	A	U	A	U	A	F	
T	S	T	S	T	S	T	S	T	S	T	S	T	S	T	L	
SP	H	G	Q	H	G	Q	H	G	Q	H	G	Q	H	G	L	
11	5	5	0	4	3	1	2	1	1	1	1	0	0	0	83.	
12	0	1	0	0	3	0	0	0	0	0	0	0	0	0	4	
25	0	0	0	1	0	1	0	0	0	0	0	0	0	1	0	
35	1	1	0	1	0	1	0	0	0	0	0	0	0	2	50.	
56	0	0	0	1	1	0	0	0	0	0	0	0	0	1	100.	

UNIT PERSONNEL REQUIREMENTS REPORT

CURRENT UNIT

PART II –WARRANT OFFICERS BY 3 POSITION MOS

PAGE 1

REPORTING UNIT: 0070 AR BN 02 HHC 105MM
(UPC: AQ1TO)

TIME OF REPORT: 0905121024

MOS	AUTH	ASG	REQ	%FILL
011A	1	1	1	100.
630D	0	1	0	

UNIT PERSONNEL REQUIREMENTS REPORT

CURRENT UNIT

PART III---ENLISTED BY 3 POSITION MOS

PAGE 1

REPORTING UNIT: 0070 AR BN 02 HHC 105MM

TIME OF REPORT: 0905121024

	SL10			SL20			SL30			SL40			SL50			TOTALS		%
	A			A			A			A			A			A		F
	U	A	R	U	A	R	U	A	R	U	A	R	U	A	R	U	A	I
	T	S	E	T	S	E	T	S	E	T	S	E	T	S	E	T	S	L
MOS	H	G	Q	H	G	Q	H	G	Q	H	G	Q	H	G	Q	H	G	L
00Z	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	1	1	100.
11B	28	16	12	5	3	2	4	1	3	3	2	1	1	3	0	46	22	51.
11C	18	16	2	6	7	0	1	1	0	1	1	0	0	0	0	26	25	96.
31U	11	2	9	3	0	3	0	0	0	1	1	0	0	0	0	15	3	20.
63B	0	2	0	1	2	0	0	0	0	0	0	0	0	0	0	1	4	400.

PART IV --- NARRATIVE

Commanders have the option to use this portion to identify information pertinent to their unit's status and to highlight different duty status which affects the mission or the organization.

PART IV – UNIT PERSONNEL REQUIREMENTS REPORT -- NARRATIVE PAGE 1

REPORTING UNIT: 0070 AR BN 02 HHC 105MM

TIME OF REPORT: : 0905121024

Desperately need 4 11BN4000; 2 63B2000; 11C3000

FLOW OF THE PERSONNEL STATUS REPORT (PS), UNIT PERSONNEL DAILY SUMMARY REPORT (PDS)
AND THE UNIT PERSONNEL REQUIREMENTS REPORT (PRR)

Battalion S-1 (BnS1)/Separate Unit:

- Prepares a PSR and the PRR based upon input from each subordinate unit (to include the headquarters elements).
- Briefs the battalion commander on overall unit strength.
- Provides both a hard copy and a floppy diskette copy to the Brigade S-1.

Brigade S-1/Major Subordinate Command (MSC):

- Receives copies of the PSR and PRR from each of its subordinate battalions and the brigade HHC.
- Prepares the PDS based upon input from each BNS1.
- Consolidates or "rolls up" the individual reports into a single brigade summary.
- Briefs the brigade commander on overall brigade strength.
- Forwards consolidated reports to division G1/AG via floppy diskette, secure wire, secure FM radio, or secure FAX.

Division G1/AG:

- Receives consolidated PSR and PRR from each of its MSCs and the division HHC.
- Consolidates or "rolls up" the individual reports into a division summary.
- Briefs the division commander and general staff on overall division strength.
- Provides to the division rear CP.
- Forwards consolidated reports to the corps personnel group/Theater HRC via secure means.

Corps Personnel Group/Theater HRC:

- Receives consolidated PSR and PRR from all Corps MSCs.
- Consolidates or "rolls up" the individual reports into a corps or theater summary.
- Briefs the corps commander/theater commander and their general staffs on overall corps/theater strength.
- If at corps level, forwards consolidated reports to Theater HRC via secure means.
- If at theater level, forwards consolidated reports to the Conus Replacement Center (CRC)

PRIORITY OF FILL

Personnel assignments will be based on the commander's priorities of fill (Unit Priorities). Notification of unit priorities will be provided to you by your supervisor either verbally or on Operational Form 41. Priority of Fill is the commander's decision of which newly arrived personnel are needed to perform the mission. This decision is made by using the strength reports that subordinate units have provided.

In order to make a sound decision, you will need the replacements' grade, and PMOS or MOS. Soldiers in their PMOS and officers in their MOS can be used at their same grade or up to two career progression grades higher. By using the Assigned Strength Percentage on the PRR, and the commander's priority of fill, you will decide which unit best qualifies for the replacement.

To find the number of replacements required to bring an MOS/Skill Level up to the percentage requested in the commander's priority of fill, you will first take the RQRD of an MOS/Skill Level and multiply it by the requested percentage in the commander's priority of fill. This will give you the ASG necessary to bring that MOS/Skill Level to the required percentage requested in the commander's priority of fill. Then take the number of personnel actually assigned and subtract it from the number you calculated above. This will give you the number of replacements needed to be added to that MOS/Skill Level to bring it to the ASG requested in the commander's priority of fill.

If more replacements arrive after you have brought that MOS/Skill Level up the commander's priority of fill, follow the guidance set forth in the commander's priority of fill. If no further guidance is present, equally distribute the newly arrived replacements to your units. This is called a fair share disbursement.

Example #1

Priority of Fill: Bring all MOS's and Skill Levels up to 90% of authorized strength.

Skill Level 1			
MOS	AUTH	ASG	%FILL
42A	110	75	68.1%

Multiply. Take 110 (AUTH) multiplied by .90 (Priority of Fill) to get the desired number of replacements: $110 \times .90 = 99$.

NOTE: Inform the Soldiers they will always round up.

Subtract. 75 (the ASG strength) from 99 (the desired strength):
 $99 - 75 = 24$.

Total. 24 replacements are required to bring 42A1 up to 90% of its authorized strength.

Example #2

Priority of Fill: Bring MOS's 92Y up to 87% of total authorized strength.

MOS	AUTH	ASG	% Fill
92Y	145	85	58.6

Multiply. Take 145 (Auth) multiplied by .87 (Priority of Fill) to get the desired number of replacements: $145 \times .87 = 126.15$.

Note: Round up. You cannot assign .15 Soldiers. You must round up to the next whole number to bring a MOS/Skill Level to its required strength.

Subtract. Deduct 85 (the ASG strength) from 127 (the desired strength): $127 - 85 = 42$.

Total. 42 replacements are required to bring 92Y to 87% of its total authorized strength.